

DATE: January 7, 2014

TO: Thomas J. Bonfield, City Manager
THROUGH: Wanda S. Page, Deputy City Manager
FROM: David Boyd, Finance Director
Keith R. Herrmann, Deputy Finance Director
SUBJECT: Appointment and Removal of Deputy Finance Officer

EXECUTIVE SUMMARY

Currently two members of City staff have been designated as Deputy Finance Officers. They are the Purchasing Supervisor (Lynette McRae) and the Deputy Finance Director (Keith Herrmann). Due to Lynette McRae's planned upcoming retirement, it is necessary to adopt a resolution pertaining to the appointment and removal of staff as Deputy Finance Officer.

RECOMMENDATION

The Finance Department recommends that the City Council adopt the resolution to appoint Susan Sandhoff, Financial Operations Manager, as the Deputy Finance Officer; and to remove Lynette McRae, Purchasing Supervisor, as the Deputy Finance Officer. This resolution will be effective on the date of its adoption.

BACKGROUND

By state statutes, the Finance Officer is responsible for the City's financial affairs. Examples of a Finance Officer's duties under the state statutes include:

- To ensure proper disbursement of City funds and pre-audit obligations;
- To supervise the receipts and deposit of money by other duly authorized officers or employees;
- To supervise the investment of idle funds and maintain the City's debt obligations; and,
- To sign all checks and drafts.

Currently the Finance Director (David Boyd) has been designated as Finance Officer. No change is recommended regarding the designation of Finance Officer.

These statutes also allow the City Council to designate other finance staff as Deputy Finance Officers to execute documents in his absence or disability.

Currently two members of City staff have been designated as Deputy Finance Officers. They are the Purchasing Supervisor (Lynette McRae) and the Deputy Finance Director (Keith Herrmann). Due to Lynette McRae's planned upcoming retirement, it is necessary to appoint a replacement in the Finance Department. No other changes are recommended regarding the designation of the Deputy Finance Officers. By having two Deputy Finance Officers adequate coverage can be provided for transaction authorizations.

ALTERNATIVES

No alternatives are recommended for this action. The current resolution will become outdated because of upcoming changes in the City staff.

FINANCIAL IMPACT

There is no financial impact associated with this action.

SDBE SUMMARY

There are no SDBE issues associated with this action.

Attachment